



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**TAYLOR HARDIN SECURE MEDICAL FACILITY**  
1301 JACK WARNER PARKWAY NORTHEAST  
TUSCALOOSA, ALABAMA 35404-1060  
205-556-7060  
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JAMES V. PERDUE  
COMMISSIONER

ANNIE D. JACKSON,  
MSW, LCSW, MPA, CPM  
ACTING  
FACILITY DIRECTOR

**AN EQUAL OPPORTUNITY EMPLOYER**  
**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION**

**JOB TITLE:** Fiscal Manager II **NUMBER:** 17-09  
**JOB CODE:** K4000 **POSITION NO:** 8836076  
**JOB LOCATION:** Taylor Hardin Secure Medical Facility  
1301 Jack Warner Parkway Northeast  
Tuscaloosa, AL 35404 **DATE:** 03-03-17  
**SALARY RANGE:** 78 (\$47,757.60 – 72,686.40)

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Accounting or in any other field including completion of at least 27 semester hours of accounting courses, preferably supplemented by professional certifications in accounting, or current status as a Fiscal Manager I. Experience (24 months or more) in accounting, business, or public management, including some (12 months or more) supervisory or administrative experience.

**KIND OF WORK:** This position will require highly responsible administrative and fiscal management work in directing the fiscal activities of the facility. The employee in this class is responsible for the planning and coordination of budgetary, fiscal, and accounting activities for the facility. Work involves budgeting, dispersing, forecasting and accounting for funds allocated to the facility; develops and maintains various accounting spreadsheets and databases; supervision of employees engaged in accounting and materials management. Reviews/oversees all patient accounts and accounts payable activities. Prepares Budget Request and Budget Status Report. Prepares special projects and analysis as designated by the Facility Director. Responsible for monitoring expenditures versus budget. Work is performed with independence, according to written policies, procedures and regulations, and is reviewed by the Facility Director through conferences and review of periodic and specific reports.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Ability to supervise, plan and coordinate the work of a small office staff. Ability to analyze problems and apply sound judgement. A broad knowledge of and ability to utilize accounting principles and business management. Ability to establish and maintain good working relationships with all levels of staff and meet patients, vendors, sponsors, etc. in a professional manner. Knowledge of JCAHO, and the ability to apply this knowledge to the job duties of the position. Knowledge of budgeting, fiscal management, purchasing, accounts payable, accounting, contract management, patient funds, and warehouse/materials management.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their training, experience and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screening required. Security Clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

**HOW TO APPLY:** Use an Application for Professional Employment, which may be obtained from this office. Application should be returned to the Personnel Office (at the address above) by **03-17-17** in order to be considered for this position. Do not return this application to the State Personnel Department. Copies of all licenses should be forwarded with your application. **\*A COPY OF OFFICIAL COLLEGE/UNIVERSITY TRANSCRIPT FROM COLLEGE/UNIVERSITY ATTENDED SHOULD ALSO BE FORWARDED TO THE PERSONNEL OFFICE (AT THE ADDRESS ABOVE). JCAHO ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.**